

Mr. Whiston made a motion to appropriate from the unappropriated certified monies to the following account to transfer to Fund 4043 for payment on loan:

1000-0120-590910	Transfer out – Debt	\$42,034.49
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Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – GENERAL FUND TO FUND 4043 REDEVELOPMENT TAX
EQUIVALENT FUND: 21-T-079**

Mr. Abraham made a motion to approve the following transfer of funds:

****Reason – transfer from General Fund (cash) to Fund 4043 Redevelopment Tax Equivalent for payment on loan**

From 1000-0120-590910 Transfer Out – Debt to 4043-1090-490931 Transfer In Redevelopment Tax Equivalent in the amount of \$42,034.49

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – FUND 4043
REDEVELOPMENT TAX EQUIVALENT FUND: 21-A-124**

Mr. Whiston made a motion to appropriate from the unappropriated certified monies to the following accounts for principal and interest to pay back loan to Morrow County Treasurer:

4043-0101-560890	Other Payments – Debt Service	\$42,018.61
4043-0101-560830	Interest	\$15.88

Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – DEVELOPMENT
FUND 2042 BLOCK GRANT: 21-A-125**

Mr. Siegfried made a motion to appropriate from the unappropriated certified monies to the following account to cover Poggemeyer invoice for Chesterville Wastewater expanded service study:

2042-0042-530310	Professional Services (Block Grant)	\$24,140.41
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Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – ENGINEER’S FUND 2202: 21-T-080**

At the request of Bart Dennison, Morrow County Engineer, a motion was made by Mr. Abraham to approve the following transfer of funds:

****Reason – additional funds are to pay bills out of Operating Supplies**

2202-2002-540422 Uniforms to 2202-2002-540420 Operating Supplies in the amount of \$2,000.00

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – RECYCLING FUND 2006: 21-T-081**

At the request of Lindsey Grimm, Recycling & Litter Prevention, a motion was made by Mr. Whiston to approve the following transfer of funds:

****Reason – to cover the cost of two new tires for the Morrow County Recycling Van**

From 2006-2006-520340 Conference Dues and Fees to 2006-2006-530325 Vehicle Services & Repair in the amount of \$100.00

From 2006-2006-530338 Scholarships to 2006-2006-530325 Vehicle Services & Repair in the amount of \$25.00

****Reason – to cover the cost of the golf cart rental used at the 2021 Morrow County Fair**

From 2006-2006-540400 Supplies & Materials to 2006-2006-530321 Leases & Rents in the amount of \$75.00

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
APPROVAL OF MORROW COUNTY’S HEALTH, RX, DENTAL & VISION INSURANCE
PLANS AND RATES FOR 2022: 21-R-662**

WHEREAS, the Board of Morrow County Commissioners and CEBCO (County Benefit Consortium of Ohio), have reviewed insurance plans and options for 2022, and CEBCO has submitted the following rates and plan options for Morrow County Employees:

2022 Employee Insurance Tiers	PPO Plan – Plan 1500B	RX	HSA Health Savings Plan - 2500 (includes RX)	Dental Plan 3	Vision Plan 6
Employee	\$670.11	\$179.32	\$779.11	\$27.41	\$9.70
Employee/Spouse	\$1,476.30	\$395.08	\$1,716.44	\$53.16	\$15.44
Employee/Children	\$1,204.23	\$322.26	\$1,400.09	\$58.38	\$15.75
Family	\$2,010.35	\$538.00	\$2,337.37	\$95.39	\$25.09

THEREFORE, Mr. Siegfried made a motion to approve the aforementioned 2021 rates for Health and RX from CEBCO for two plans, a PPO and a HSA. The aforementioned rates are for the health, RX, dental and vision coverage only. This does not include life insurance and administrative costs.

Mr. Whiston duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
APPROVAL TO ACCEPT NEW COBRA INSURANCE RATES FOR FISCAL YEAR
2022: 21-R-663**

WHEREAS, the Board of Morrow County Commissioners approved new health insurance rates for the period of January 1, 2022 through December 31, 2022; and

WHEREAS, COBRA insurance rates are based on the rate of the health insurance premium plus 2% to cover administrative cost; and

THEREFORE, Mr. Whiston made a motion to accept the following COBRA insurance rates for fiscal year 2022;

Single-PPO Plan Rates Health, RX, Dental and Vision Insurance \$886.54 plus \$17.73 = \$904.27
 Single-HSA Plan Rates Health, RX, Dental and Vision Insurance \$816.22 plus \$16.32 = \$832.54
 Employee/Spouse PPO Health, RX, Dental and Vision Insurance \$1939.98 plus \$38.80 = \$1,978.78

Employee/Spouse HSA	Health, RX, Dental and Vision Insurance	\$1785.04 plus \$35.70 = \$1,820.74
Employee/Child PPO	Health, RX, Dental and Vision Insurance	\$1600.62 plus \$32.01 = \$1,632.63
Employee/Child HSA	Health, RX, Dental and Vision Insurance	\$1474.22 plus \$29.48 = \$1,503.70
Family/PPO	Health, RX, Dental and Vision Insurance	\$2668.83 plus \$53.38 = \$2,722.21
Family/HSA	Health, RX, Dental and Vision Insurance	\$2457.85 plus \$49.16 = \$2,507.01

Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston.., “yea”

**IN THE MATTER OF
 APPROVAL OF CLIENT PROFESSIONAL SERVICES AGREEMENT, SOMOCO WWTP
 EXPANSION AND OUTFALL SEWER, MORROW COUNTY, OHIO WITH POGGEMEYER
 DESIGN GROUP, INC. AND APPROVAL FOR CHAIRMAN TO SIGN: 21-R-664**

Mr. Abraham made a motion to approve the Client Professional Services Agreement, Somoco WWTP Expansion and Outfall Sewer proposal to be funded by American Rescue Plan dollars and approval for Chairman Tom E. Whiston to sign.

**CLIENT PROFESSIONAL SERVICES AGREEMENT
 SOMOCO WWTP EXPANSION AND OUTFALL SEWER
 MORROW COUNTY, OHIO
 PDG PROPOSAL NO. MWPG0276.001P**

This Agreement is made on September 13, 2021

Between Morrow County Board of Commissioners with offices at 80 North Walnut Street, Suite A, Mt. Gilead, Ohio 43338 (Client and Owner)
 And Poggemeyer Design Group, Inc. with offices at 1168 North Main Street, Bowling Green, Ohio 43402 (PDG)

Recitals

- A. Client wishes to appoint PDG to provide certain services (the Services, as defined below) required by Client or Client’s agreement with the Owner on the terms and conditions contained in this Agreement.
- B. PDG has agreed to perform the Services on the terms and conditions contained in this Agreement.

Now it is agreed as follows:

1. CONTENTS OF AGREEMENT

- 1.1 The parties agree that the documents listed in 1.1(a) through (c) constitute the “Contract Documents” of this Agreement. To establish obligations and resolve ambiguities among the Contract Documents, the following order of precedence will prevail:
 - (a) first, amendments and Change Orders issued in accordance with this Agreement;
 - (b) second, PDG’s Proposal, dated August 20, 2021 which Client acknowledges receipt and confirms understanding of, and agreement with the contents thereof, in full (Appendix A); and
 - (c) third, this Agreement.
- 1.2 To the extent of any inconsistency between this Agreement and any Prime Agreement, the provisions of this Agreement will always prevail.
- 1.3 Any pre-printed terms and conditions on forms used by either party in the administration of this Agreement are void and do not supplement or replace the terms and conditions of the Contract Documents of this Agreement.

2. APPOINTMENT AND SCOPE OF SERVICES

- 2.1 PDG shall perform the services set forth in its Proposal attached hereto as Appendix A, and such additional services as PDG and Client jointly agree in writing (collectively, Services). The Proposal also shall specify Client’s project for which the Services will be performed (Project),

the location of Client’s Project for providing the Services (Site), the time period for performance, the agreed fees and additional provisions, if any, applicable to such Services. The Services, including any additions and modifications, shall be performed in accordance with this Agreement.

3. STANDARD OF CARE

4. PDG’S RESPONSIBILITIES

4.1 PDG will perform the Services as an independent contractor and not as an agent or employee of Client. Nothing in this Agreement creates any special relationship or fiduciary duty.

4.2 PDG will, as reasonably directed by Client or its authorized agent:

- (a) provide qualified staff to perform the Services;
- (b) maintain records of Project activities and costs for no more than three years from its completion of the Services;
- (c) coordinate to the extent reasonably possible with Client’s employees, contractors, consultants so as not to impede the progress of the Project; and
- (d) require its personnel to maintain a safe, clean and orderly work environment.

5. TERM AND TERMINATION

5.1 This Agreement will commence on the date of its execution, except as to any Services authorized by Client and performed by PDG beforehand. All Services shall be fully completed no later than November 1, 2022, unless earlier terminated by either party or extended by the parties’ mutual written agreement.

5.2 Either party may terminate this Agreement at any time by providing ten (10) days’ written notice to the other.

5.3 Within fifteen (15) days from termination Client will pay PDG on demand for all Services rendered and costs incurred through to the date of any termination and for all reasonable costs and expenses incurred by PDG in effecting the termination, including, without limitation, non-cancellable commitments, fixed cost components and other demobilization costs.

6. COMPENSATION

6.1 PDG will perform the Services in exchange for the following compensation: Client will pay on a time and material basis not to exceed the sum of **\$255,160.00 (Two Hundred Fifty-Five Thousand One Hundred Sixty and 00/100 Dollars)**. PDG will invoice according to its fee schedule attached to the Proposal or attached hereto at Appendix A up to the stated limit. Upon reaching the stated limit, PDG will stop performing unless Client authorizes further work and funding in writing.

**A complete copy of this agreement will be on file with the Morrow County Commissioners office

IN WITNESS WHEREOF, Client and PDG have caused this Agreement to be executed on the date first written above.

Client: Morrow County Board of Commissioners s/Tom E. Whiston	Engineer: Poggemeyer Design Group, Inc. s/Jack Jones, Area Manager s/Michael Atherine, Area Manager
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Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
 APPROVAL TO ACCEPT ADDITIONAL MATERIAL AND LABOR – CARPET TILE
 REPLACEMENT IN THE MORROW COUNTY RECORDER’S OFFICE: 21-R-665**

WHEREAS, on May 17, 2021, the Morrow County Commissioners awarded the bid for carpet tile replacement in the Morrow County Recorder’s office to Interior Systems in the amount of \$8,350.00; and

WHEREAS, additional material and labor was needed for installation of additional floor fill of entire area due to the tear-up of the carpet taking up a layer of concrete in the amount of \$2,250.00;

THEREFORE, Mr. Siegfried made a motion to approve the additional material and labor for the carpet tile replacement in the amount of \$2,250.00 for a total of \$10,600.00 for the entire job.

Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston.., “yea”

**IN THE MATTER OF
APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – GENERAL FUND,
CAPITAL IMPROVEMENTS: 21-A-126**

Mr. Whiston made a motion to appropriate from the unappropriated certified monies to the following account needed to pay for the increase in the carpet tile replacement job.

1000-0117-550720	Capital Improvements	\$1,250.00
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Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston.., “yea”

**IN THE MATTER OF
APPOINTMENTS OF MEMBERS TO THE LOCAL EMERGENCY PLANNING
COMMITTEE AND APPROVAL FOR CHAIRMAN TO SIGN APPLICATION FOR
LEPC APPOINTMENTS: 21-R-666**

WHEREAS, John Harsch, EMA Director is submitting the following names for consideration to the Local Emergency Planning Committee for the current term 8/11/2021 – 8/9/2023

Representing	Name	Title	Employer
Emergency Management	Taylor Anderson	Disaster Program Specialist	American Red Cross
Industry	Jon Todd	Safety Manager	Consolidated Cooperative

THEREFORE, Mr. Abraham made a motion to approve appointing the above members to the Local Emergency Planning Committee for the current term of August 11, 2021 – August 9, 2023, and approval for Chairman Tom E. Whiston to sign applications for LEPC appointment as presented.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston.., “yea”

**IN THE MATTER OF
APPROVAL OF MORROW COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC) UPDATED BY-LAWS AND APPROVAL FOR CHAIRMAN TO SIGN: 21-R-667**

Mr. Abraham made a motion to approve the updated Morrow County Local Emergency Planning Committee (LEPC) updated by-laws as presented by John Harsch, Emergency Management Director and approval for Chairman Tom E. Whiston to sign.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston.., “yea”

**IN THE MATTER OF
APPROVAL OF MORROW COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
AND EMERGENCY MANAGEMENT AGENCY HAZARDOUS MATERIALS ANNEX O TO
THE MORROW COUNTY EMERGENCY OPERATIONS PLAN 2021 AND APPROVAL FOR
CHAIRMAN TO SIGN: 21-R-668**

Mr. Abraham made a motion to approve the Morrow County Local Emergency Planning Committee and Emergency Management Agency Hazardous Materials Annex O to the Morrow County Emergency Operations Plan 2021 and approval for Chairman Tom E. Whiston to sign.

2021 – Revisions:

Adjusted the Table of Contents

Adjusted the number of EHS facilities on pages 3, 7 & 8 from 11 to 14

Deleted “along with weather patterns” in 1. Response Time, page 10

Added “ORC 5502.41” to 1. Mutual Aid Plan, page 10

Deleted Attachment 1 – “Mutual Aid Agreements”

Adjusted Attachment numbers, page 77

Updated name changes for EHS sites in Tab B, sites 1,2,6,7,8, & 9, pages 92 & 93

Updated amount of Gramoxone at Nutrien from 530lbs to 1749 lbs, page 115

Added New Cingular Wireless, Cardington Substation, Adalet Cardington/Scott Fetzer Company, MCI-CARDOH & OH-413 Charter Communications to the list of EHS sites in Tab A

Deleted Time Warner from Tab A. It is in Crawford County.

I. Introduction

A. Purpose of the Plan

1. Morrow County Local Emergency Planning Committee

Since 1985 the official Local Emergency Planning Committee (LEPC) for Morrow County has been the Chemical Emergency Preparedness Advisory Council (CEPA).

Note: In this document the acronym LEPC will be used to identify the Local Emergency Planning Committee instead of the usual CEPA.

LEPC exercises the powers and performs the duties delegated by Title III (Emergency Planning and Community Right-to-Know Act) of the Superfund Amendments and Reauthorization Act (SARA) and Chapter 3750 of the Ohio Revised Code. These powers and duties enable LEPC to perform the following:

- Develop a comprehensive emergency response plan for the county.
- Receive and maintain a database of reports and chemical inventory information per SARA Title III.
- Receive and process requests for chemical inventory and emergency response information from the public.
- Establish procedures for providing public information.
- Notify the public of committee activities and public meetings.
- Handle and respond to public comments on the emergency plan.

With the information and reports received LEPC will:

- Perform hazard analyses.
- Build and maintain a database of hazardous material locations and quantities in the county.
- Establish and maintain a computer system for hazardous material emergency responders.

These activities will be coordinated by the LEPC members and the EMA Director.

The yearly mandated March 1st facility reports are filed in the EMA office. From these files the LEPC produces various summaries, which are used in preplanning, prevention, emergency response, and post-incident activities. Risk assessments are performed on facilities reporting Extremely Hazardous Substances.

**A complete copy of this document will be on file with the Morrow County Commissioner's office.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
APPROVAL TO JOURNALIZE REPORT FROM THE MORROW COUNTY TREASURER
FOR GAP SHEET AS OF THE CLOSE OF BUSINESS ON AUGUST 31, 2021: 21-R-669**

Mr. Siegfried made a motion to journalize receipt of the Gap sheet 08/31/2021 report from the Morrow County Treasurer, Michael Goff and acknowledged and signed by the Morrow County Auditor, Pat Davies and the Board of County Commissioners as presented:

Receipts/Disbursements balance close of business			
Recon. Items	\$0.01		
Vault	\$3,000.00		
Checking Account	\$2,017,789.76		
Sweep ICS	\$9,640,447.03		
Star Ohio	\$537,374.21		
CDARS 1	\$511,542.11		
CDARS 2	\$522,319.98		
CDARS 3	\$1,045,621.00		
PARK ICS 0603	\$3,932,917.24		
Wire	\$0.00		
Fifth Third	\$13,534,345.32		
Engineer Note	\$295,510.37		
Commissioners	\$208,000.00		
Adjustment			
Point N Pay	\$4,976.10		
Warrant	\$0.00		
Balance	\$32,253,843.13		
Monthly Investments Balance		Interest pd in	
Star Ohio	\$537,374.21	\$35.03	
Fifth Third	\$13,534,345.32	\$6,058.02	
CDARS 1	\$511,542.11	\$43.43	
CDARS 2	\$522,319.98	\$1,007.79	
CDARS 3	\$1,045,621.00	\$2,060.78	
PARK ICS 0603	\$3,932,917.24	\$217.04	
Engineer Note	\$295,510.37	\$1,032.59	
Commissioners Note	\$208,000.00		
Daily Investments Balance	\$20,587,630.23		
Rounding			
Checking Account	\$2,017,789.76	Bank Balance	
Vault	\$3,000.00		
Wire Acct	\$0.00		
FKNB Sweep ICS	\$9,640,447.03	\$205.01	
Warrant	\$0.00		
Point N Pay	\$4,976.10		
Recon. Issue (Point N Pay)	\$0.01		
	\$32,253,843.13	Funds and Banks VIP	

Mr. Whiston duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
 APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT WITH THE DELAWARE
 COUNTY FINANCE AUTHORITY AND THE KNOX COUNTY BOARD OF
 COMMISSIONERS FOR PARTICIPATION IN THE HOMETOWN OPPORTUNITY
 PROGRAM: 21-R-670**

WHEREAS, the Morrow County Development Office recommends approval of an intergovernmental agreement with the Delaware County Finance Authority and the Knox County Board of Commissioners for participation in the Hometown Opportunity program. The \$18,333.33 one-time

fee for Morrow County is fully paid by the Delaware County Finance Authority due to an existing cooperative agreement with the Morrow County Commissioners;

THEREFORE, Mr. Siegfried made a motion to approve the intergovernmental agreement with the Delaware County Finance Authority and the Knox County Board of Commissioners for participation in the Hometown Opportunity program.

Mr. Whiston duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., “yea” ..,Mr. Siegfried..., “yea” .., Mr. Whiston..., “yea”

**IN THE MATTER OF
APPROVAL OF COUNTY GRANT SPECIALIST – WORKFORCE DEVELOPMENT
COORDINATOR JOB DESCRIPTION FOR THE OFFICE OF DEVELOPMENT AND
APPROVAL TO POST POSITION: 21-R-671**

Mr. Abraham made a motion to approve the following County Grant Specialist – Workforce Development Coordinator Job Description and approval for the Development Director to post said position:

Job Description

Job Title:	County Grant Specialist – Workforce Development Coordinator	Classification:	Unclassified/Exempt
Job Location:	Office of Development	Department:	County Commissioners
Reports to:	Director of Development	Approved:	September 13, 2021
Date:	September 13, 2021		

Job Position Control Number: BCC026 Job Series Number: JD305

Job Summary

Under the direction of the Director of Development, prepares, submits and coordinates state and federal grant applications, reporting, and closeouts. Provides coordination of workforce development activities and information sharing with County partners. Promotes/performs positive customer service. Maintains records, journals, prepares correspondence, takes public hearing minutes, researches and prepares documents. Maintains information of a confidential or sensitive nature, filing, receiving payments and processing invoices as required for the Development Office. Assists in maintaining records and performs duties as required in support of Revolving Loan Funds and Development grants. Receives training to assure compliance with all federal, state and local grant regulations and guidelines. As directed, researches and applies for grants in support of the County. Assist with updating the Development Office website and with assigned county social media activities.

Essential Duties and Responsibilities

1. Coordinate activities to support successful grant applications and then properly implement grant activities and subsequent reporting requirements. Examples include Community Development Block grants, FAA Airport Improvement Grants, CARES support grants, American Recovery Program grants, Community Housing Impact & Preservation Program.
2. Develop required grant reports for local, state and federal grantor agencies to ensure compliance with specific grant requirements.
3. Provide technical assistance for grant programs to the business community, chamber of commerce, economic development strategy committee, economic development agencies, and governmental agencies in furthering the County’s economic and community development policies.
4. Research and apply for grants in support of Economic Development and Community Development.
5. Updating county development website and social media.
6. Organize and facilitate meetings and hearings for the following local and regional committees: Housing Advisory, Water & Sewer Loan Review, Community Services, Homelessness Prevention and Fair Housing.

7. Establishes and maintains effective work relationships with the business community, advisory groups, other governmental agencies, and citizen groups.
8. Attends and conducts public hearings/meetings in support of grant requirements as the representative of the Development Office to provide information and resolves routine problems; directs the public to the proper authority; attend department head meetings as required.

Additional Responsibilities

1. Maintains knowledge of computer hardware and software programs, which may include Microsoft programs or equivalent, Internet applications, and accounting practices.
2. Abide by the County Personnel Manual and observe other department policies and other inter-office procedures.
 - a. Ensure proper treatment of any revenues received with applications or otherwise.
 - b. Provide positive and prompt customer service to visitors, phone calls and emails.
 - c. Establish and maintain effective working relationships with government officials, other departments, employees, the general public, and board members.
 - d. Knowledge and understanding of Ohio Sunshine laws and Ohio's Ethics Law.
3. Provide direct assistance to the Director of Development
 - a. Other tasks as assigned.

Qualifications/Skills

Associates Degree recommended and Bachelor's degree preferred, plus four (4) years' experience in county government, community development, social services or other related fields. Valid Ohio Driver's License; Notary commission recommended but not required.

Specific Job Skills Knowledge of:

- Modern principles and practices of community and economic development.
- Grant administration, policies and procedures to maintain compliance.
- Thorough understanding of Ohio Ethics and Sunshine Laws.
- Local, state and federal laws and procedures related to community/economic development.
- Current issues, situations, and conditions relative to regional, state, and federal issues that affect county operations.
- Fiscal practices and budgeting.
- Structure and operation of county & municipal government.
- Organizational and management practices; Project management techniques.
- Research methods and procedures; Grant research and preparation.
- Methods and techniques to increase business and community involvement.
- Budget, budget preparation, and basic governmental accounting principles.

The following General Skills are required:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Learn website content management software and social media practices.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Must be able to work independently with limited supervision and in a team environment.
- Ability to maintain effective working relationships with other staff and the general public.
- Ability to maintain confidential information and safeguard sensitive personal information;

Equipment: personal computer, copier, fax machine, binding machine, mail machine and calculator. (examples only and are not intended to be all inclusive)

Note: This position description in no matter states or implies that these are the only duties and responsibilities to be performed.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Abraham..., "yea" ..,Mr. Siegfried..., "yea" .., Mr. Whiston.., "yea"

**IN THE MATTER OF
APPROVAL TO RECESS SESSION: 21-R-672**

Mr. Whiston made a motion to recess session at 9:29 a.m.

Mr. Abraham duly seconded this motion.

Roll Call Vote: ...,Mr. Abraham..., "yea" ...,Mr. Siegfried..., "yea" .., Mr. Whiston.., "yea"

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 21-R-673**

Mr. Siegfried made a motion to return to regular session at 2:52 p.m.

Mr. Abraham duly seconded this motion.

Roll Call Vote: ...,Mr. Abraham..., "yea" ...,Mr. Siegfried..., "yea" .., Mr. Whiston.., "yea"

There being no further matters to bring before the board, a motion to adjourn was made by Mr. Whiston and duly seconded by Mr. Siegfried.

Roll Call Vote: ...,Mr. Abraham..., "yea" ...,Mr. Siegfried..., "yea" .., Mr. Whiston.., "yea"

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS